

## Wells, Mike

---

**From:** Wells, Mike  
**Sent:** Monday, July 28, 2014 12:01 PM  
**To:** R10-OWW Mail Group; R10-OEA Mail Group; R10-OCE Mail Group  
**Cc:** R10 Regional Records  
**Subject:** Cleanup and Move REMINDER: Onsite Destruction of EPA Records Must be Documented

**Importance:** High

**Categories:** Record Saved - Shared

We have an Onsite Destruction form available [here](#) for Records that have surpassed their retention requirements according to the [EPA Records Schedules](#).

If the records eligible for destruction are in folders with Versatile barcode labels, please contact [R10\\_Regional\\_Records@epa.gov](mailto:R10_Regional_Records@epa.gov) so that those barcodes can be removed from the system.

Finally, a reminder from ORC:

"Please be mindful of your information preservation obligations associated with pending litigation. Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should be preserved and maintained in the email system. Other electronic documents should be maintained in the format in which you created or received them.

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the Info page, or contact Joyce Aoyama, your records coordinator or ORC for additional information."

Thank you.

Mike Wells  
R10 Records Liaison Officer  
US EPA  
1200 Sixth Avenue, Suite 900, OMP-144  
Seattle, Washington 98101  
phone: (206) 553-4252  
email: [wells.mike@epa.gov](mailto:wells.mike@epa.gov)